



GERMAN TOWNSHIP BOARD OF TRUSTEES MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 10, 2025

The meeting was held at the German Township Hall located at 12102 St. Rt. 725 West, Germantown, OH 45327 and virtually using WebEx.

The meeting was called to order by Board President Jacob Stubbs at 7:00 pm. In attendance were:

President Jacob Stubbs	Vice-President Dr. Mark Cross	Trustee Louis Potter
Fiscal Officer Mark Heistand	Police Chief Shane Birch	Road Admin. Jeremy Holbrook
	Zoning Inspector Janet Burton	

IN-PERSON ATTENDEES:

Name	Address	Name	Address
Jeff & Joanne Mikesell	German Township	Keith, Rhonda Leigeber	German Township
David Gehron	German Township	Deb Cross	German Township
Mike Osborne	German Township	Jamie Graham-Osborne	German Township
Alex & Kim Shartle	German Township	James Rowland	German Township
Joe Scholler, Sr.	German Township	Dick & Jonelle Oswald	German Township
Don & Lynette Boldt	German Township	Gary M. Butcher	German Township
Tyler Rehmert	German Township		

ONLINE ATTENDEES:

Name	Name	Name	Name
None			

The Germantown Press was notified of the Regular Meeting on 11/1/25 at 6:20 pm.

Mr. Stubbs led the group in the Pledge of Allegiance.

VISITOR COMMENTS:

SRM Materials Litigation:

- Alex B. Shartle:** Mr. Shartle stated that he filed a zoning complaint against SRM for not following the requirements at their present facility. He wondered what will happen if SRM expands to the requested new location on Butter Street and Farmington Road.
- Michael Osborne:** Mr. Osborne asked what the next steps will be following the Appeals Court ruling against the Township's Board of Zoning Appeals (BZA) decision. Mr. Stubbs responded that the Township's attorney is discussing a potential appeal to the Ohio Supreme Court with the Township's insurance company. The deadline to file an appeal is 11/17/25.

- **Joe Scholler:** Following up on an idea raised at the October Trustee meeting, Mr. Scholler asked whether the Prosecutor's office had been contacted about a moratorium on aggregate mining. Dr. Cross responded by reading a statement that the Ohio Revised Code does not allow a mining moratorium or prohibition. The Ohio Supreme Court has stated that a township's authority over surface mining is narrowly defined. BZA regulations over mining can only relate to public health and safety issues. Townships' powers over surface mining also allow for: (1) the creation of a special mining zoning district; and (2) decisions about allowed mining haul routes.
- **Rhonda Leigeber:** Ms. Leigeber asked what would be the next step if the court decision isn't appealed. Mr. Stubbs stated that the BZA will need to hold a meeting in December to approve BZA's application. Dr. Cross stated that the BZA can include certain limitations when approving the conditional use application. Mrs. Burton stated that the meeting will require a 30-day public notice. As such, the meeting may not be held until late December or even in January.
- **James Rowland:** Mr. Rowland stated that he read the SRM case docket and felt that some of the facts were not accurate. He noted that a SRM representative was not at the initial BZA meeting; only their real estate agent attended. He said that the docket states otherwise. He asked if those errors would help with an appeal. Dr. Cross felt that correcting the error would have no effect.

Eby Road Chip Seal:

- **Don Boldt:** Mr. Boldt requested that the Trustees accept responsibility for damage to his property from the chip seal dust recently applied to Eby Road. He asked the Trustees to pay for repairs. Mr. Holbrook felt that Wagner Paving would be the responsible party. However, he offered to provide contact information so that Mr. Boldt could contact the Township's insurance carrier.

FISCAL OFFICER'S REPORT:

- Mr. Heistand submitted minutes for the 10/14/25 Regular Meeting. Mr. Stubbs made a MOTION, seconded by Mr. Potter, to approve the minutes as presented. The MOTION WAS APPROVED by a unanimous voice vote.
- He presented the October Financial Reports: (1) 10/31/25 Fund Status; (2) YTD 10/31/25 Cash Summary by Fund; (3) Month of October 2025 Cash Summary by Fund; (4) October 2025 Receipt Listing; and (5) October 2025 Payment Listing. He noted the following items:
 - Receipt #307 for \$86,868.92 from the State of Ohio was the 2nd half homestead and rollback real estate taxes.
 - Receipt #330 for \$4,051.45 from the Ohio Attorney General was for third quarter police continuing professional training.
 - Voucher #878 for \$5,390.40 to First Star Safety LLC was for striping Eby and Puddenbag Roads.
 - Warrant #50907 for \$505,615.27 to the City of Germantown was their share of the road levy tax collections and 90% of tax collections of the other five joint levies, less related expenses.
 - Warrant #50910 for \$152,625.48 to Wagner Paving was for the 2025 chip seal program.
- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to approve the October financial reports and authorize the payment of October bills (warrants 50901 through 50910 and vouchers 827 through 909 for payroll direct deposit, tax withholdings and other electronic payments). The MOTION WAS APPROVED by a unanimous voice vote.
- He congratulated Mr. Stubbs on being reelected for another term and Jim Rowland on his election to replace retiring Dr. Cross. He stated that he looked forward to working with both gentlemen for the next four years.

- He reported that OTARMA Cyber IT Risk Consultant Aaron Willis visited the Township on 10/27/25 (rescheduled from 10/24/25). Mr. Willis followed up with a report outlining several recommendations to assist with the Township's risk control efforts. These include:
 - "Implement passwordless authentication to enhance security and user convenience by reducing reliance on traditional passwords.
 - "Upgrade or migrate the Windows 10 Desktop operating system to a modern operating system that's actively supported by Microsoft. Support for the Windows 10 Desktop ended on October 14, 2025.
 - "Provide annual cybersecurity awareness training with frequent, engaging refreshers throughout the year.
 - "Implement a comprehensive disaster recovery plan, including business interruption and redundant systems, to quickly restore operations and minimize future risk of an unexpected outage of a computer network, application, or system lasting greater than six hours and involved property damage.
 - "Develop and implement a Social Media Policy that includes signatures from all end users who have access to business-related Social Media and also guidance to all end users in regard to posting about business on their own personal Social Media sites."

He noted that Mr. Willis requested that the Township respond to these recommendations within 60 days by submitting a Statement of Action Taken. To assist in implementing the recommendations, Mr. Willis provided sample policies that the Township can modify and adopt. The Trustees decided to discuss a Statement of Action Taken response at the December meeting.

- He noted that the new cybersecurity requirements set forth in HB 96 as passed by the Legislature earlier in 2025 include two implementation deadlines:
 - 9/30/25 – adopt a cybersecurity policy and begin reporting any ransomware incidents to the State. Payment or compliance with ransom demands is prohibited unless approved by the Trustees using a Resolution.
 - 6/30/26 – implement technical and training cybersecurity measures.

He stated that the Ohio Township Association recently provided sample templates for a cybersecurity policy, an executive summary, and a Resolution to approve both documents. In doing so, the OTA cautioned not to use the templates as written, but to modify them to reflect our local situation. When he discussed this issue with Mr. Willis, Mr. Willis recommended that the Township go ahead and adopt the OTA's sample resolution as provided in order to satisfy the 9/30/25 requirement. Down the road, if necessary, the Trustees can modify the policy and adopt any needed changes. He asked that the Trustees adopt the policy and enact the resolution.

- Dr. Cross introduced **RESOLUTION 2025-51**, seconded by Mr. Stubbs: **A RESOLUTION ADOPTING A CYBERSECURITY POLICY**. The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-51 WAS ADOPTED.**

Mr. Heistand noted that Chief Birch planned to add the OTA's cybersecurity policy to the Police Department's new Lexipol Policy Manual.

- He noted that Mr. Willis provided other suggestions that were not included in his report. Mr. Willis recommended that the Township consider:
 - Using the free training offered by the Ohio Cyber Range Institute or through OTARMA.
 - Purchasing Township-owned laptops for the Trustees, especially if the Trustees use their personal computers to do additional Township work beyond emails.

- Using OTARMA's personnel handbook template when updating the Township's manual.
- Using online storage sites for all township files. Mr. Willis felt that the subscription-based sites were most likely more secure.

Dr. Cross stated that at the 11/3/25 Germantown City Council meeting, an ordinance was introduced to replace the City's Personnel Manual effective 1/1/26. He thought that the City's manual could be a model to update the Township's manual. He suggested that Mrs. Burton be asked to take on this project given her prior business experience.

- Mr. Heistand noted that he was not able to make arrangements for Shawn Waldman, CEO of Moraine consulting firm SecureCyber, or any of the other potential cyber consultants who have reached out to the Township, to attend the meeting. He will try to schedule a presentation by one of the potential consultants for the December meeting.
- To assist the Police and Road Departments in preparing their 2026 budgets, he previously provided them with year-to-date analyses of spending by account number through 10/31/25 along with an estimate of total year spending and estimated year-end fund balances. He planned to update these spreadsheets after November month-end.
- One of the budget issues that the Trustees informally approve each year is the annual employee Cost of Living Adjustment (COLA). Past COLA increases were 5% in 2025, 4% in 2024, 3% in 2023, and 3% in 2022. Mr. Heistand noted that the 2026 Social Security COLA will be 2.8%. He recommended approval of a 3% COLA in 2026 for all non-elected employees. (He noted that elected official maximum salaries are determined by the State. Mr. Potter and Mr. Heistand will receive a 1.75% increase in 2026. Due to their new office terms, Mr. Stubbs and Mr. Rowland will receive a 5.0% increase.) The Trustees informally agreed to a 3% COLA in 2026.
- Mr. Heistand discussed other issues that will affect the 2026 budgets:
 - Allocation of elected official salaries and benefits to the Police, Road and Trash funds.
 - Transfers from the General Fund to the Police, Road and Trash funds to offset the salary allocation.
 - Transfer from the General Fund to the Road fund to offset the cost of mowing the Township Hall property and the rural cemeteries.
 - Transfers from the General Fund to the Police fund and two Road funds reflecting the interest these funds would have earned had State law allowed such earning.

The Trustees informally agreed to continue these allocations and transfers in 2026.

- Mr. Heistand stated that the biggest 2026 budget unknown is healthcare. The Township was informed that the 100% Township-paid Medical Mutual plan used for many years is being discontinued. Acrisure (formerly Burnham & Flower) is working to find an alternative plan to provide benefits similar to the current plan. Two options are being considered at the same time:
 - A Medical Mutual plan with a deductible and maximum out-of-pocket of \$2,500 for single coverage and \$5,000 for family. (Our current plan's deductibles are \$2,000 for single and \$4,000 for family.) The monthly premium for this plan would be \$20,104, compared to \$16,390 for the current plan. An aspect of the current plan that is unknown with the proposed Medical Mutual plan is the \$2,000 single/\$4,000 family employee benefit card. It may, or may not, have been included in determining the 2026 premium.
 - Acrisure is searching for similar plans through United Healthcare, Anthem & Aetna. In order to begin this search, every covered employee needs to provide health information through an on-line portal. Employees were in the process of providing the information.

Dr. Cross felt that employees should start paying a portion of their healthcare cost. Mr. Holbrook stated that it is probably too late to implement such a change for 2026. Mr. Heistand suggested checking how other nearby townships handle healthcare and make any changes in 2027. Dr. Cross and Mr. Stubbs agreed. Mr. Heistand stated that since the Township's salaries aren't competitive with other local governments, the 100% Township-paid healthcare is a significant benefit. Chief Birch stated that his research indicates that Township Police salaries are 10-15% below other local police departments.

- Mr. Heistand noted that the Trustees always hold a special year-end meeting to review budgets and then hold an Organizational Meeting early in January to approve appropriations and other new year items. The Trustees decided to hold the year-end meeting on Monday 12/29/25 at 7:00 pm and the Organizational Meeting on Friday, 1/2/26 at 7:00 pm. The year-end meeting will be Dr. Cross' last meeting. The Organizational Meeting will be Mr. Rowland's first meeting.
- He noted, more than a year after Trustees gave approval, that Wright State University finally transferred the Township's historical records to the State Archives. The records date to the 1800's.
- He stated that each year the Trustees approve disbursements from the General Funds for a December Appreciation Lunch for Township employees. For various reasons, those luncheons have not occurred for the past couple of years. Since the previous years' Resolutions were not time-limited, it was decided that a new Resolution to approve a 2025 luncheon was not needed.
- He noted that each year the Trustees authorize the County Auditor to advance real estate taxes prior to their actual collection. Mr. Stubbs introduced **RESOLUTION 2025-52**, seconded by Mr. Potter: **A RESOLUTION AUTHORIZING THE MONTGOMERY COUNTY AUDITOR'S OFFICE TO ADVANCE THE MAXIMUM AVAILABLE AMOUNTS OF REAL ESTATE TAXES, PERSONAL PROPERTY TAXES AND FINES ON A MONTHLY BASIS DURING 2026.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-52 WAS ADOPTED.**
- He reminded the Trustees that the Township's web content and mobile applications need to be complaint with new Department of Justice disability accessibility requirements by 4/26/27. He previously provided them with a link to a Fact Sheet concerning the new DOJ rules that is available on the Civil Rights Division website.
 - Dr. Cross reported that the OTA Service Corporation will soon make available Schumaker Technology Group to update township websites for American Disability Act compliance.
- Mr. Heistand expressed his appreciation to Township voters and those in Germantown for passing the parks renewal levy at the recent election. The renewal begins in 2026 and will not raise taxes.

POLICE DEPARTMENT REPORT:

- Chief Birch reviewed his department's October statistics.
- He reported that a vehicle was stolen during the day from Starry Night Drive during October. With the help of Jackson Township Police, his officers tracked down and recovered the vehicle the next day in Dayton. He asked that residents keep their cars locked and remove valuable possessions.
- He commended all his officers for their proactive efforts and dedication to the safety of German Township. He stated that he has an outstanding team of officers in his small department.
- He reported that Cruiser W had the left front CV joint replaced by Crickmore Collision. The cruiser also had four new tires and two tire inflation sensors installed by Carroll-Wuertz Tire Co.

- Due to a continued lack of interest, he reported that the Township CERT (Community Emergency Response Team) has been officially disbanded. Since becoming Chief he has made several efforts to revitalize the program, but volunteerism is not what it once was. All CERT equipment is currently being inventoried and will either be returned to the Montgomery County Emergency Management Agency or donated to another active CERT program. He thanked those that served with the Township CERT program over the years, noting especially Laurie Rohrbach for all the effort she put into the program. He noted that the previously approved grant to purchase a CERT trailer had been declined; the funds were never received.
- He reported that the joint German Township-Germantown Residential Knox Home Box Loaner Program is available through the Germantown Fire-EMS Department. Rules apply. He thanked Township resident David Gehron for first suggesting this program at a past Trustee meeting.
 - **Visitor Comment: David Gehron:** Mr. Gehron suggested that a presentation about the loaner program be given at the Senior Center and to other local groups. Chief Birch stated that an announcement about the loaner program would be posted on the Township's website and Facebook page.
 - **Visitor Comment: Gary Butcher:** Mr. Butcher shared a story about a family member needing EMS help when the house was locked. Responders had to break down the door.
- He announced that the Township Pancakes with Santa event will be on 12/6/25 from 9-11 am.
- He reported that his department, along with the Germantown Police Department and a county task force, participated in joint traffic stop/simulation multi-scenario-based training on 10/4/25. The two departments worked together as they are backup for each other during mutual aid situations. The training went well and was an excellent learning experience for all. Further training was scheduled for later in November for real-life call-based building search/clearing.
- Noting that deer activity increases at this time of year, he reminded motorists to slow down and remain alert for deer trying to cross the road. The deer rut season runs from November through January, resulting in increased movement and a higher risk of collisions.
- He reported that Valley View School District has asked that the Township supply a second full-time SRO starting with the 2026-2027 school year. He will need to hire a full-time officer for this position, which will increase his full-time officers from seven to eight. He hopes the new officer will be on board by early 2026, giving time for training before the 2026 school year starts.

ROAD & SERVICE DEPARTMENT REPORT:

- Mr. Holbrook reported that First Star Safety completed center line striping on Eby and Puddenbag Roads and Wagner Paving completed sweeping Township roads that were chip sealed this year.
- He stated that Gledhill Road Machinery had started upfitting the new International Dump Truck.
- At his request, the Montgomery County Engineer's office installed a second stop sign at Sigal and Oxford Roads. He and Scott Hamilton installed a second "Stop Ahead" sign at the top of the Sigal Road hill.
- He noted that snow removal equipment was now installed on Township trucks.
- He reported that he and Mr. Hamilton continue to trim tree limbs along Township roadways.

ZONING & TRASH DEPARTMENT REPORT:

- Mrs. Burton issued a permit during October for a fence on South Preble County Line Road. She also renewed a residential addition permit on Conservancy Road.

TRUSTEE POTTER'S REPORT:

- Mr. Potter reported that the brick wall at MMI Park was finished and ready for the installation of the memorial plaques. Germantown's Service Department has been short-handed since Jason Gentry took another job. The department has been busy collecting resident's leaves and will soon install the City's Christmas decorations. Due to this, he may decide to install the plaques himself.
- He noted that the Welday family was recognized at the 11/3/25 Germantown Council Meeting for their \$10,000 donation to the MMI Park. The family, descendants of Miami Military Institute founder Orvon Graff Brown, appreciated that the City created the MMI Park.
- He reported that Christmas in the Park will be on 12/13/25 from 6:00-7:30 pm. The Horse Parade will assemble at the Dupps parking lot on Cherry Street at 5:30 pm. Santa, cookies and hot chocolate will be available at the Depot in Veterans' Park starting at 6:30 pm.
- He moved ten concrete blocks to the jobsite for the Little Twin Creek erosion project. The remediation project was scheduled to start later that week.
- He stated that the Pool Oversight Committee was discussing future projects. Installation of the new slide had not commenced.
- He congratulated Mr. Stubbs and Mr. Rowland on being elected as trustees starting in 2026.

TRUSTEE CROSS' REPORT:

- He attended the 11/3/25 Germantown Council Meeting. Highlights included:
 - Council introduced an ordinance to reduce the speed limit on Cherry Street to 25 mph.
 - During the Work Session, Council discussed chickens within the city limits. The Planning Commission previously recommended allowing chickens with no limitations. Council tabled the discussion until December to allow for more research on the subject.

TRUSTEE STUBBS' REPORT:

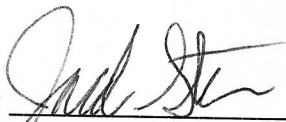
- Mr. Stubbs made a MOTION, seconded by Dr. Cross, to appoint Aaron Willis to the Board of Zoning Appeals. The MOTION WAS APPROVED by a unanimous voice vote.
- He provided updates on Germantown Union Cemetery:
 - The recent Valley View Focus on Your Future Day was cancelled due to bad weather. Ten volunteers from the high school had been scheduled to work at the Cemetery that day.
 - The new flag pole was installed. The total \$12k cost was paid by the insurance company of the vendor whose truck damaged the old pole.
 - Training for the new Cemetery website was scheduled to occur later in the week.
 - The annual Wreaths Across America ceremony and wreath-laying on veterans' graves was scheduled for 12/13/25.
 - The Market Street wall removal project was approved by the City. Two bids have been received. The sidewalk will also be removed as part of the project.
 - The Cemetery's bank account was compromised. A vendor check was stolen from the post office, the payee was changed, and amount was changed from \$240 to \$2,400. A police report was filed and the bank account has been changed. The Cemetery was fully reimbursed. First National Bank of Germantown was very helpful in resolving the issue.
- He congratulated Mr. Rowland on his election as a Township trustee and looked forward to serving with him.

OTHER BUSINESS:

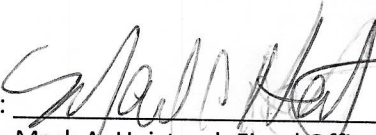
- **Visitor Comment: David Gehron:** Mr. Gehron thanked everyone involved in setting up the Residential Knox Box Home Loaner Program.

MEETING ADJOURNED:

- With no further business, Mr. Stubbs made a MOTION, seconded by Mr. Potter, to adjourn. The MOTION WAS APPROVED by a unanimous voice vote. The Meeting adjourned at 8:25 pm.

Signed: 
Jacob Stubbs, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at the December 8, 2025 meeting.

Signed: 
Mark A. Heistand, Fiscal Officer